**INTERNSHIP LETTER OF INTENT**

[MM/DD/YYYY]

[APPLICANT NAME]

[APPLICANT STREET ADDRESS]

[APPLICANT CITY, STATE, ZIP]

[RECIPIENT NAME]

[RECIPIENT STREET ADDRESS]

[RECIPIENT CITY, STATE, ZIP]

Dear [RECIPIENT NAME],

[INTRODUCE APPLICANT & COMMUNICATE DESIRE FOR INTERNSHIP].

[LIST NOTABLE ACHIEVEMENTS, DESCRIBE GOALS, AND EXPLAIN MOTIVE FOR JOINING COMPANY].

[EXPRESS GRATITUDE & CONCLUDE LETTER].

Sincerely,

[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](http://esign.com/)

[Signature]

[APPLICANT PRINTED NAME]

[Printed Name]